



JACK O'CONNELL
State Superintendent of Public Instruction

**CALIFORNIA
DEPARTMENT
OF
EDUCATION**

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P. O. Box 944272

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December 16, 2003

Dear Superintendent:

2004 CALIFORNIA SCHOOL TECHNOLOGY SURVEY

The California Department of Education (CDE) is collaborating with the California Technology Assistance Project (CTAP) to conduct the 2004 California School Technology Survey <http://www.cde.ca.gov/ls/et/rs/techsurvey.asp>. This important data collection helps measure the progress of technology integration in California classrooms, is a requirement for several education technology-funded programs, and is used by the CDE to determine grant eligibility and awards. It is important for your district and schools to accurately complete the 2004 California School Technology Survey within the specified timeframe.

Survey Completion Timelines

The window for completing the 2004 California School Technology Survey (district and school survey forms) is **January 7, 2004, through March 19, 2004**. Friday, March 19, 2004, is the last day to complete the 2004 California School Technology Survey to meet the technology survey requirements of the Enhancing Education Through Technology (EETT) Formula and Competitive grants, and the anticipated Microsoft Settlement awards. Failure to complete the School Technology Survey on time by applicants and recipients of the mentioned grants may put grant eligibility and grant funding at risk.

District's Role

There are two online surveys forms: a district survey and a school survey. The district survey collects connectivity, technical support, and student information comparability data. The school survey collects school specific technology data. District responsibilities include:

- Identifying and assigning district staff to coordinate technology survey data collection and input for the district. The district coordinator should coordinate the school survey data collection for all schools in the district.
- Distributing the district's Personal Identification Number (PIN) and School Survey System Passwords to schools in the district. PINs and passwords were emailed to superintendents and district staff who completed the survey last year. The attached survey instructions and the emailed PINs and Survey System Passwords should be given to district staff assigned to coordinate the survey.
- Accurately completing the district survey.

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- Supporting schools in the accurate completion of the school survey. Optionally, school districts may complete the on behalf of their schools.
- Ensure that online district and school survey data are complete and accurate. A number of education technology grant programs use California School Technology Survey data to determine eligibility and grant award amounts, so it is **critical** that the technology data accurately reflect technology in the schools and district.

Getting Help with the Survey

Regional CTAP staffs are available to provide assistance with completing the online survey. Contact information for CTAP regional staff is available online at <http://www.ctap.k12.ca.us>. If you need additional information about grant requirements for completion of the 2004 California School Technology Survey, you may contact Wayne Shimizu in the CDE Education Technology Office at (916) 322-5894 or wshimizu@cde.ca.gov.

Thank you for supporting this important data collection effort.

Sincerely,

Geno Flores, Deputy Superintendent
Assessment and Accountability Branch

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